United Nations ST/IC/2016/19

Secretariat

10 August 2016

## Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2017**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme for 2017 in accordance with the provisions of administrative instruction ST/AI/2015/5 of 23 December 2015.

**Eligibility**

2. Administrative instruction ST/AI/2015/5 defines the conditions under which staff members may be granted sabbatical leave. The programme is open to United Nations staff members who, at the time of the application, "have completed five years of continuous service with the Secretariat under continuing, permanent or fixed-term appointments under the Staff Regulations and Rules of the United Nations". Staff members who have previously completed a sabbatical leave shall not be eligible for five years after the end of their previous sabbatical. To be eligible, staff members must meet all the criteria in sections 2.2 to 2.5 of administrative instruction ST/AI/2015/5.

**Selection of institution**

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project, securing their acceptance by that institution or organization and ascertaining the type of support services and facilities that the institution is prepared to provide during the period of sabbatical leave. Research or study projects may be pursued at universities that are recognized, accredited or otherwise sanctioned by competent national authorities of the country in which the institution is based, independent institutions worldwide, research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, as well as other relevant organizations and institutions. Staff members may wish to consult annex IV to the present circular for a list of institutions that are members of the Academic Council; annex V for a list of

* Expiration date of the present information circular: 31 December 2017.



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research and training centres of the United Nations University; and annex VI for additional participating institutions.

4. For the 2017 programme, priority consideration will be given to applicants who propose to study at the University for Peace in Costa Rica, a United Nations Treaty Organization established in 1980.

**Application procedures**

5. Each application must include:

(a) An application form (see annex I);

(b) A proposal form (see annex II);

(c) An endorsement form (see annex III) completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project;

(d) Official written correspondence between the applicant and the proposed sabbatical institution confirming acceptance;

(e) The signed declaration contained in the annex to administrative instruction ST/AI/2015/5;

(g) An application checklist (see annex VII).

6. Applicants must submit their applications electronically with all supporting documentation through their respective head of department/office/mission or Director/Chief of Mission Support, copying their direct supervisor. All applications must be directed to sabbatical@un.org and received by midnight, New York time, on 11 November 2016. Late or incomplete applications will not be considered.

7. The terms of the proposal submitted by the staff member shall be binding and cannot be modified after the deadline.

8. All proposals will be evaluated by a selection committee on the basis of the criteria set out in section 4.3 of administrative instruction ST/AI/2015/5 and the present circular. The Assistant Secretary-General for Human Resources Management shall make a final selection on the basis of the recommendations of the selection committee. The selection decisions are final. Each applicant and his or her head of department/office/mission or Director/Chief of Mission Support will be informed of the decision, regardless of the result of the application. The selected staff members will be requested to accept in writing, within 20 working days of being informed by the Office of Human Resources Management, the specified conditions of the award.

9. A sabbatical leave of up to four months may be approved and must be commenced within one year of selection. Under exceptional circumstances, such as exigencies of service or illness, staff members may request the Office of Human Resources Management for a deferral of sabbatical leave to the subsequent year. Such requests shall be made in writing with the endorsement of the head of department or office. Requests that do not meet these conditions shall not be considered. The Office of Human Resources Management may authorize the deferral of sabbatical leave, taking into consideration the circumstances of the staff member and the requirements for the coordination of the overall sabbatical leave programme. In the absence of such authorization, the Office of Human Resources

Management shall withdraw the approval for sabbatical leave from the staff members who are unable to commence sabbatical leave within one year of selection.

10. Staff members who are selected for the sabbatical will be placed on special leave with full pay for the sabbatical leave period. No additional payments will be made by the United Nations to the staff member to cover the expenses of the sabbatical leave.

11. Staff members may receive scholarships or stipends to support their sabbatical leave from entities other than the United Nations with the prior approval of the Office of Human Resources Management. Staff members must apply in writing to the Office of Human Resources Management at least four weeks before the beginning of the sabbatical leave period for such approval.

12. Within two months of the end of the sabbatical leave or two months of the additional time approved under section 5.3 of ST/AI/2015/5, whichever is later, staff members must submit electronically to their head of department or office and the Assistant Secretary-General for Human Resources Management, with a copy to sabbatical@un.org, a report on the project of study or research that they have undertaken according to the format and standards prescribed in annex VIII to the present information circular.

# Annex I

## Sabbatical leave programme for 2017: application form

1. Please complete the present annex electronically, sign it using the "Fill and Sign" feature in Adobe, save the signed document in PDF and email it to sabbatical@un.org. Handwritten proposals will not be accepted.

### A. Personal information

| **Applicant information** | |
|---|---|
| Name (last, first, middle initial) | |
| Index number | |
| Functional title | |
| Gender | |
| Category/level | |
| Type of appointment | |
| Contract expiration date | |
| Duty station | |
| Telephone | |
| E-mail | |
| Date of entry on duty (Secretariat) | |
| Date of entry on duty (present duty station) | |
| Title of proposed research or study project | |
| Is your research or study project part of a degree programme? Please type "yes" or "no" | |
| If yes, please explain | |
| Is your research or study project part of a fellowship programme with another institution? Please type "yes" or "no" | |
| If "yes", please explain | |
| Will you be receiving other sources of income during sabbatical leave? Please type "yes" or "no" | |
| If yes, please explain | |
| Have you participated in the sabbatical leave programme before? Please type "yes" or "no" | |
| If yes, indicate completion date | |
| Have you applied for the sabbatical leave programme before? Please type "yes" or "no" | |
| If yes, indicate previous application date | |

| **Endorser information** | |
|---|---|
| Name (last, first, middle initial) | |
| Functional title | |
| Category/level | |
| Telephone | |
| E-mail | |
| **Supervisor information** (if different from endorser) | |
| Name (last, first, middle initial) | |
| Functional title | |
| Category/level | |
| Telephone | |
| E-mail | |

## B. Background

2. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

| |
|---|
| |

3. Please provide details concerning your university studies.

| *Degree* | *University country* | *Area of study* | *Year graduated* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. If relevant, please indicate your teaching and/or research experience, if any, including a list of your publications, if any (attach an additional sheet if necessary).

| *Date* | *Subject matter* | *Teaching research publication* | *Institution place* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## C. Placement

5. Please indicate the name and address of the institution or organization that has agreed to host you during your research or study project.

| *Name of institution/organization* | *Address* |
|---|---|
| Contact person at institution/organization<br>Name (last, first, middle initial):<br>Functional title<br>Telephone<br>E-mail | |

Signature of staff member

Date

# Annex II

## Sabbatical leave programme for 2017: proposal form

Please complete the present annex electronically. Handwritten proposals will not be accepted.

### A. Title of the research or study project

### B. Field of the research or study project

### C. Purpose of the research or study project (maximum 150 words)

**D. Outline of the topic or topics to be covered, including specific questions or subtopics that your research or study project will address (maximum 500 words)**

**E. Detailed methodology explaining how you will address or investigate the questions or subtopics that you listed in section D, that is, the primary or secondary research methods that you will use (maximum 500 words)**

**F. Schedule of work of the research or study project, with an indication of any preparatory work already accomplished (maximum 350 words)**

**G. List of the study or research activities that you intend to undertake, including where they will be conducted (maximum 350 words)**

**H. Relevance of the research or study project to the current and future work of the United Nations and to your current or future responsibilities (maximum 150 words)**

## Annex III

### Sabbatical leave programme for 2017: endorsement form

The present form is to be completed by the head of department/office/mission or the Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project.

I, _____, hereby support the request from _____ for sabbatical leave. I understand that, if this applicant is awarded sabbatical leave, he or she will be on special leave with pay for a maximum of four months starting within a year of selection for the sabbatical leave programme.

I also understand that, if the applicant is awarded sabbatical leave, he or she must submit electronically, within two months of completion of the sabbatical leave, a report about his or her research or study project to me and to the Assistant Secretary-General for Human Resources Management, with a copy to sabbatical@un.org.

_____

Name of endorser

_____ _____

Signature of endorser Date

# Annex IV

## Institutional members of the Academic Council on the United Nations System*

Please note that it is not obligatory to carry out research with any of the institutions listed below.

Asia-Pacific Centre for the Responsibility to Protect

Centre for Film and Media Studies, University of Cape Town

Association of Youth with a Vision

Balsillie School of International Affairs

Dag Hammarskjöld Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Diplomatic Academy — Vienna School of International Studies

Ecologic Institute

Elliott School of International Affairs, George Washington University

Environmental Ambassadors for Sustainable Development

Euclid University

European Cooperation in Science and Technology

The Fletcher School, Tufts University

Friedrich-Ebert-Stiftung

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute

Institute for Development and Peace

Institute of International Humanitarian Affairs

International Jurist Organization

Kadir Has University

L'Ouverture Institute for Diplomacy and Global Affairs

New World Hope Organization

Peace Operations Training Institute

Pontifical Catholic University of Minas Gerais

Ralph Bunche Institute for International Studies

Raoul Wallenberg Institute of Human Rights and Humanities

Seton Hall University

Taipei Economic and Cultural Office in New York

The Graduate Institute of International and Development Studies

The Hague Institute for Global Justice

The University of the West Indies

UN Studies Association

United Nations Association of Germany

University of Bridgeport, College of Public and International Affairs

University of Denver

University of Massachusetts Boston

* http://acuns.org/category/members-partners/institutional-members/.

# Annex V

## United Nations University participating centres

Please note that it is not obligatory to carry out research with any of the institutions listed below.

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

United Nations University headquarters, Tokyo (www.unu.edu)

United Nations University Iceland-based Programme, Reykjavík, including:

- Fisheries Training Programme (www.unuftp.is)
- Geothermal Training Programme (www.unugtp.is)
- Land Restoration Training Programme (www.unulrt.is)
- Gender Equality Studies and Training Programme (https://gest.hi.is)

United Nations University Institute for the Advanced Study of Sustainability, Tokyo (www.ias.unu.edu)

United Nations University Institute for Environment and Human Security, Bonn, Germany (www.ehs.unu.edu)

United Nations University Institute for Integrated Management of Material Fluxes and of Resources, Dresden, Germany (http://flores.unu.edu)

United Nations University Institute for Natural Resources in Africa, Accra (http://inra.unu.edu)

United Nations University Institute for Water, Environment and Health, Hamilton, Canada (www.inweh.unu.edu)

United Nations University Institute on Comparative Regional Integration Studies, Bruges, Belgium (www.cris.unu.edu)

United Nations University Institute on Globalization, Culture and Mobility, Barcelona, Spain (http://gcm.unu.edu)

United Nations University International Institute for Global Health, Kuala Lumpur (http://iigh.unu.edu)

United Nations University Computing and Society, Macao, China (http://cs.unu.edu)

United Nations University — Maastricht Economic and Social Research Institute on Innovation and Technology, Maastricht, the Netherlands (www.merit.unu.edu)

United Nations University Programme for Biotechnology in Latin America and the Caribbean, Caracas (http://unu.edu/about/unu-system/biolac)

United Nations University World Institute for Development Economics Research, Helsinki (www.wider.unu.edu)

# Annex VI

## Additional participating institutions

Please note that it is not obligatory to carry out research with any of the institutions listed below.

The Office of Human Resources Management works to enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide.

The following institutions participate in the United Nations sabbatical leave programme:

Asian Institute of Technology, Bangkok (www.ait.ac.th)

Center for Development Research, University of Bonn, Bonn (www.zef.de)

Department of Nutrition and Food Science, University of Ghana, Accra (www.ug.edu.gh)

Gansu Natural Energy Research Institute/Asia-Pacific Research and Training Center for Solar Energy, Gansu, China (www.gneri.org)

Global Fire Monitoring Centre, Max Planck Society for the Advancement of Sciences, Freiburg, Germany (www.fire.uni-freiburg.de)

Griffith University, Queensland, Australia (www.griffith.edu.au)

Gwangju Institute of Science and Technology, Gwangju, Republic of Korea (http://www.gist.ac.kr)

Institute for Nutritional Sciences, Shanghai Institute for Biological Sciences, Chinese Academy of Sciences, Shanghai, China (www.nutrition.ac.cn)

International Institute for Geo-Information Science and Earth Observation, Enschede, the Netherlands (www.itc.nl)

National Energy Authority of the Republic of Iceland, Reykjavík (www.nea.is)

National Food Research Institute, Ibaraki, Japan (www.naro.affrc.go.jp)

National Institute of Public Health, Centre for Nutrition and Health Research, Cuernavaca, Mexico (www.insp.mx)

Scottish Association for Marine Science, Glasgow, United Kingdom of Great Britain and Northern Ireland (www.sams.ac.uk)

University for Peace, San José (www.upeace.org)

# Annex VII

## Application checklist

- ☐ Application form (see annex I)
- ☐ Proposal form (see annex II)
  - ☐ Title of the research or study project
  - ☐ Field of the research or study project
  - ☐ Purpose of the research or study project
  - ☐ Outline of the topic or topics to be covered
  - ☐ Detailed methodology
  - ☐ Schedule of work of the research or study project
  - ☐ List of the study or research activities, including where they will be conducted
  - ☐ Relevance of the research or study project to the current and future work of the United Nations and to the current or future responsibilities of the applicant
- ☐ Endorsement form (see annex III) completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project
- ☐ Official written correspondence between the applicant and the institution hosting the sabbatical confirming acceptance
- ☐ Signed declaration contained in the annex to administrative instruction ST/AI/2015/5
- ☐ Application checklist (include the present completed checklist with your application)

# Annex VIII

## Sabbatical Leave Programme 2017

### Title of the research

Staff member name:

Institution:

Academic supervisor name and title:

Date:

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### Endorsement by academic supervisor

This is to certify that the present report is based on the research undertaken by _____ (name of staff member) during the period of _____ (dates) at _____ (institution) under my supervision.

Signature: _____

Name: _____

Title: _____

Date: _____

# Contents

## Abstract

Include in the present section a concise summary of completed work that allows the reader to learn the rationale behind the study/research, research focus, general approach and methods used, pertinent results and important conclusions and/or recommendations. The abstract should stand on its own and not refer to any other part of the paper such as a figure or table (maximum 5 pages).

## Introduction

Include in the present section of the report a general statement about the subject, the background and the context of the subject, reasons behind the relevance of the subject, scope and direction of the report, main idea, focus and purpose, and definitions of any complex terminology used (maximum: 3 pages).

## Body of the report

Include in the present section the chapters or the section that you specified in your proposal's outline that was approved by the selection committee (maximum 50 pages).

## Conclusions and recommendations

Include in the present section a summary of the main parts of the report, any deductions or concluding statements, comments about its limitations and any recommendations on how the report could be used by the Organization (maximum: 5 pages).

## Annexes or appendices (If applicable)

## References

See the United Nations Editorial Manual for guidelines.